



STATE
OF
GEORGIA

233-17
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date August 1, 1974	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. EPD-aqc-3		Date Received AUG - 9 1974	Application No. 74-285
3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Environmental Protection Div., air quality control sect. 19 Hunter Street, Room 406 Atlanta, Georgia 30334		4. Person to Contact Mr. Gordon Gridley	
		5. Working Title Adm. Assistant	6. File No. 656-4867

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1960 - date	9. Exact Series Title AIR POLLUTION CONTROL SERVICE SOURCE DATA FILE
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10. What is the function of the office in which this record series is created?

The air quality control section of the Environmental Protection Division is responsible for the following functions: a. the air quality evaluation service which determines compliance with state and federal ambient air standards; identifies air pollution emergency episodes; tests emissions from industrial, municipal, and power generating sources of air pollution; and conducts industrial ambient monitoring programs; b. the permit review activity responsible for developing, issuing, and enforcing air pollution control regulations; c. the air quality laboratory which provides chemical analysis of pollution samples to determine ambient air quality and stack emissions that may be in violation of state regulations; d. the regional air quality service which provides the basic services of the air quality control section to all citizens of the state; e. the section chief's office which provides direction to the entire section and gives administrative and technical support to services necessary to implement Divisional and Departmental policies.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: the identification, control, and possible correction of air pollution sources in the state.

Included are: Application for Permit to Construct . . . Air Pollution Control Devices (Form APCS-APC-2); Permit to Operate; Schedule of Compliance; blueprints and construction plans; inspection reports; and related correspondence.

File is arranged: alphabetically by pollution source.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	25	40		2	3.5		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	50	25	5	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-----|-----|
| 13. Is this the Record Copy of the series? | [X] | [] |
| 14. Is there a duplication of this series in another office or agency? | [] | [X] |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | [] | [X] |
| 16. Does the series contain classified information requiring security handling? | [] | [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | [X] | [] |
| 18. Could the function be performed if the files were lost or destroyed? | [X] | [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | [] | [X] |
| 20. Does the record series provide data as input to an EDP file?
(selected statistical information is input at the State Computer Center) | [X] | [] |
| 21. Does the record series contain documentation produced as EDP printout? | [X] | [] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? (3 year retention for air pollution projects involving Federal funds) | [X] | [] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?# 24 | [X] | [] |

24. REQUIREMENTS. The following requires the files to be kept Permanently

a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION

(Cite Law, Statute, or other reason for the retention requirement)

The record series provides the only documentation of the state's efforts to control air pollution sources and should be retained permanently for reference and litigation purposes.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [] OTHER (see below), then:

When pollution source no longer has a pollution potential due to the application of corrective emission controls, remove folder from active file and place in inactive file. Cut off inactive file at end of each fiscal year; hold in current files area 1 year; then transfer to State Archives for permanent retention.

(Indicate briefly rationale for recommendations above or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John Deane</i>	8/11/1974		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [] Disapproved	<i>[Signature]</i>	8/1/74
	State Auditor/Designee [X] Approved [] Disapproved	<i>William M. Dixon</i>	8-19-74
	Secretary of State/Designee [X] Approved [] Disapproved	<i>Carol Kay</i>	8-16-74
	Attorney General/Designee [X] Approved [] Disapproved	<i>[Signature]</i>	8-20-74

STATE RECORDS
COMMITTEE